

NEVADA DEPARTMENT OF CORRECTIONS	SERIES 700 INMATE REGULATIONS	SUPERSEDES: AR 718 (07/28/02)
ADMINISTRATIVE REGULATIONS MANUAL	ADMINISTRATIVE REGULATIONS 718 INMATE PERSONAL TELEPHONE USAGE	EFFECTIVE DATE: 09/06/03

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PURPOSE

To encourage communication and establish reasonable access between inmates and their family and friends through the use of telephone communication.

To establish reasonable access to telephones for inmate use.

AUTHORITY

NRS 209.131
NRS 209.419
NRS 209.461

RESPONSIBILITY

All inmates are responsible to use the telephones in a responsible manner.

All Department staff and inmates are responsible to have knowledge of and comply with this regulation.

Wardens are responsible to establish institutional/facility procedures that allow inmates reasonable access to personal telephone communications and permit a reasonable amount of privacy for inmates using telephones. **(3-4439)**

DEFINITIONS

IMMEDIATE FAMILY MEMBERS – Natural parents, step-parents, adoptive parents (if adoption occurred and a family relationship existed prior to the inmate's incarceration); foster parents, legal spouse, grandparents; siblings; natural children, adopted children; step-children and grandchildren. The following are not considered immediate family members: aunts, uncles and cousins.

PERSONAL CALLS – All inmate telephone calls to family and friends.

PERSONAL IDENTIFICATION NUMBER (PIN) – The number used by inmates to access the telephone system. This number consists of the inmate's Department five digit identification number and a two-digit number chosen by the inmate.

PRIMARY LANGUAGE– Language used by inmates on a day-to-day basis in their interactions with staff, to other inmates, family, etc.

TELEPHONE ADMINISTRATOR – The designated employee hired by the contractor to manage and monitor the inmate telephone system.

APPLICABILITY

This regulation applies to all Department staff and inmates incarcerated within the Department

PROCEDURES

718.01 INMATE PERSONAL TELEPHONE CALLS

1.1 Telephones for inmate use will be placed in convenient locations and shall be easily accessible to inmates at all institutions/facilities. ADA compliant telephones will be available to those inmates requiring such access. **(3-4439)**

1.2 All local and long distance calls will be collect.

1.3 All telephone calls will be monitored and/or recorded.

1.3.1 A written statement to this effect will be posted next to each telephone.

- 1.3.2 A recorded message prior to the connection of the telephone call will also notify the receiving party of the monitoring and that the call has been placed from a correctional facility.
- 1.4 All inmates are required to use their Personal Identification Number (PIN) to access the telephone system.
- 1.5 A maximum of 10 personal numbers will be authorized for each inmate.
- 1.5.1 There is no limit of legal telephone numbers an offender may have on this approved list. Refer to the Department's Administrative Regulation 722, Section 722.07 Legal Telephone Calls.
- 1.5.2 No inmate shall have the same personal telephone number on their telephone list as another inmate unless an immediate family relationship exists.
- 1.5.3 All inmates will submit an allowed number list noting telephone numbers and relationship, i.e., friend, mother, attorney, etc., using DOC Form 3031.
- 1.5.4 Personal telephone numbers may only be added/deleted excluding attorney and legal assistance numbers, twice per year, after reaching the ten (10) number limit.
- 1.6 Inmates may communicate in their primary language.
- 1.7 The Warden shall determine the maximum amount of time allowed for each personal call.
- 1.8 Abuse of the telephone system, including three-way calls, using another inmate's PIN, or circumvention in any manner of the Department's contracted inmate phone system carrier will result in disciplinary action and possible restriction from placing personal calls.
- 1.9 Inmates housed in segregated housing may have their personal telephone access restricted for safety and security reasons.
- 1.10 Terminating of Telephone Calls
- 1.10.1 Any telephone call, which is terminated by a staff member, must be documented.
- 1.10.1.1 The report shall be forwarded to the Warden within one (1) working day.
- 1.10.1.2 After terminating the telephone conversation, the staff member shall immediately meet with the inmate and explain the reason for terminating the call.
- 1.10.2 If a telephone call is inadvertently terminated or terminated because of a misunderstanding as to content, the staff member must reconnect the call as soon as possible.

1.11 All inmate telephone inquiries will be forwarded to the appropriate Telephone Administrator for response. All responses should be within 5 working days.

1.12 Each inmate should be issued a written explanation of the telephone system and an allowed number list form to submit upon arrival in receiving facility. The inmate will submit their PIN at this time.

1.13 All requests for number blocks, i.e. removing an approved number from an inmate's telephone list, must be submitted in writing by the requesting party.

1.13.1 Verbal requests may be approved by Associate Warden/Facility Manager or above.

1.13.2 Written confirmation of the request must be received within 2 weeks of verbal request.

718.02 USE OF INSTITUTIONAL TELEPHONES BY INMATES

1.1 Inmates within the Department who answer Department telephones as a part of their assigned duty shall answer telephones by first identifying themselves. The inmate shall inform the caller that they're an inmate, state their last name and their location, i.e., Inmate Jones, Education.

1.2 Inmates shall not use institutional telephones unless:

1.2.1 To confirm a death or illness in their immediate family.

1.2.2 Part of job assignment.

1.2.3 Approved by Warden, Associate Warden/Facility Manager or above, or Chaplain.

1.2.2.1 A staff member shall remain with the inmate throughout the entire duration of the call.

1.2.2.2 The staff member must complete the connection. Long distance calls will be placed in the same manner in which staff long distance calls are made.

1.2.2.3 Inmates will be charged for these calls unless an exception is made by and Associate Warden/Facility Manager or above prior to the call.

1.3 The institution or facility will not accept telephone calls, faxes, or e-mail for inmates unless it meets the criteria in 1.2.1.

REFERENCES

ACA 3-4439

ATTACHMENTS

DOC 3031 - Allowed Telephone Number List

Jackie Crawford, Director

Date

CONFIDENTIAL

Yes

XX
No

THIS PROCEDURE SUPERSEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.